



**To:** Participating Consultants and Contractors  
Associated with City Related Projects

**From:** Tawannia Bernard, Financial Support Specialist

**Subject:** Required Documents for Monthly Payment Request  
and Project Close Outs.

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The following items are required for monthly payment requests on contracts:

- Three (3) copies of Estimate/Invoice; One (1) Original and two (2) copies
- Two (2) copies of Sales Tax Report (attachment "A");
- One (1) copy of Material Inventory Statement, when applicable (attachment "B")
- One (1) copy of Paid Invoices for all materials for which payment is being requested;
- Two (2) copies of Certified Payrolls (when federal monies are involved);
- One (1) copy of MBE/DBE Certification for each MBE/DBE Subcontractor on project (attachment "C"). Final payment to the prime contractor requires payment in full to the MBE/DBE firms.
- A valid Insurance / Builders Risk Certificate for the duration of the project

The following items are required prior to a project close out and requirements of NCGS.\*

- One (1) copy of Contractor's Affidavit of Payment of Debts and Claims and release or Waiver of liens form ( attachment "D");
- One (1) copy of Subcontractors' Release or Waiver of Liens form (attachment "E");
- One copy of Contractor's Assignment of all Warranties and Guarantees form (attachment "F");
- One (1) copy of Consent of Surety Company to Final Payment form (attachment "G").
- As-Built Plans / Record Drawings

\* The Project Director, Project Engineer, and Consultant may require additional items to be submitted and finalized prior to release of final payment.

**Attachments**

Planning  
(910) 254-0900  
(910) 341-3264 fax

Engineering  
(910) 341-7807  
(910) 341-5881 fax

Transportation  
(910) 341-7888  
(910) 341-7801 fax

SALES TAX REPORT FOR THE CITY OF WILMINGTON, NORTH CAROLINA

-A-



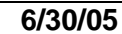
PROJECT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
FOR PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

VENDOR	CITY, STATE	INVOICE	DATE	TAXABLE AMOUNT	4.50% TAX	2.25% TAX	COUNTY

I HEREBY CERTIFY THAT TAXES WERE PAID ON THE PURCHASES LISTED ABOVE AND THESE PURCHASES WERE FOR THE COST OF BUILDING MATERIALS, SUPPLIES AND FIXTURES, AND/OR EQUIPMENT WHICH BECAME A PART OF, OR ARE ANNEXED TO ANY BUILDING OR STRUCTURE BEING ERECTED, ALTERED, OR REPAIRED UNDER THE ABOVE REFERENCED CONTRACT WITH THE CITY.

SIGNE \_\_\_\_\_

-A-



EXAMPLE

SIGNED:

## MATERIAL INVENTORY STATEMENT

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

[illegible]

## CONTRACTOR PAYMENT TO MBE/DBE FIRMS

1	CONTRACT NAME	
2	CONTRACTOR'S NAME	
3	SUB-CONTRACTOR'S NAME	
4	SUB-CONTRACTOR'S ADDRESS	
5	SUB-CONTRACTOR'S PHONE NUMBER	
6	Total dollar amount of sub-contract work.....	\$ .
7	Change Orders To Date: Add or (Deduct)	\$ .
8	Sub-contract total to date.....	\$ .
9	Amount previously paid to MBE/DBE on this contract (through date: _____).....	\$ .
10	Amount paid to MBE/DBE since the city's Last payment to you (date paid : _____).....	\$ .
11	Outstanding balance to be made to MBE/DBE.....	\$ .

I hereby certify that the amount indicated in number 11 has been or will be paid to the indicated MBE/DBE firm. I further certify that the amount indicated in number 10 has been paid to the indicated MBE/DBE.

Signed (Contractor): \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that I have received the amount indicated in number 10 and that I am in agreement concerning that payment amount indicated in number 10.

Signed (MBE/DBE Firm): \_\_\_\_\_

Date: \_\_\_\_\_

This must be sign by the MBE/DBE firm before payment to the Prime Contractor can be processed.

**NOTE: Final payment to the general contractor requires payment in full to the MBE/DBE firms.**

# CONTRACTOR PAYMENT TO MBE/DBE FIRMS

1	CONTRACT NAME	Chestnut Street Sidewalk
2	CONTRACTOR'S NAME	Monster Construction Company
3	SUB-CONTRACTOR'S NAME	Tee's Hauling Service
4	SUB-CONTRACTOR'S ADDRESS	123 Anywhere
5	SUB-CONTRACTOR'S PHONE NUMBER	(123) 456-7890
6	Total dollar amount of sub-contract work.....	\$ 125,256.00
7	Change Orders To Date: Add or (Deduct)	\$ 15,000.00
8	Sub-contract total to date.....	\$ 140,256.00
9	Amount previously paid to MBE/DBE on this contract (through date: 5/30/08__.).....	\$ 75,000.00
10	Amount paid to MBE/DBE since the city's Last payment to you (date paid: 6/30/08 __.).....	\$ 25,000.00
11	Outstanding balance to be made to MBE/DBE.....	\$ 40,256.00

I hereby certify that the amount indicated in number 11 has been or will be paid to the indicated MBE/DBE firm.

I further certify that the amount indicated in number 10 has been paid to the indicated MBE/DBE.

Signed (Contractor):

Date:

I hereby certify that I have received the amount indicated in number 10 and that I am in agreement concerning the amount indicated in number 10.

Signed (MBE/DBE Firm):

Date:

This must be signed by the MBE/DBE firm before payment to the Prime Contractor can be processed.

**NOTE: Final payment to the general contractor requires payment in full to the MBE/DBE firms.**

CONTRACTOR'S AFFIDAVIT  
OF PAYMENT OF DEBTS AND  
CLAIMS AND RELEASE OF LIENS

-D-

To: City of Wilmington  
P. O. Box 1810  
Wilmington, N.C. 28402

Project of Contract No. :

Contract Date:

Attn:

Project (Name, Address)

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STATE OF:

COUNTY OF:

The undersigned, pursuant to Paragraph \_\_\_\_\_ of contract for construction of \_\_\_\_\_, hereby certifies that, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor and services performed, and for all known indebtedness and claims against the contractor for damages arising in any manner in connection with the performance of the contract referenced above for which the owner or his property might in any way be held responsible.

In addition, the undersigned further certifies that to the best his knowledge, information and belief, the Releases or Waivers of Liens attached hereto include the contractor, all subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have any claims against the owner arising in any manner out of the performance of the contract referenced above.

IN WITNESS WHEREOF, the undersigned has hereto set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR:

Address:

By: \_\_\_\_\_  
Title

ATTEST:

Sworn and subscribed to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

(Seal)

My Commission Expires \_\_\_\_\_

SUBCONTRACTOR'S RELEASE OR  
WAIVER OF LIENS

-E-

To: (Contractor)

Project of Contract No. :

Contract Date:

and

City of Wilmington  
P. O. Box 1810  
Wilmington, N.C. 28402

Attn:

Project  
(Name, Address)

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STATE OF:

COUNTY OF:

The undersigned subcontractor, hereby acknowledges and certifies that he has received full payment for all work, labor, skill and material furnished, delivered, supplied or performed in connection with the contract referenced above to and for \_\_\_\_\_ (contractor's name), the general contractor, or anyone in any manner in connection with the contract referenced above; and for value received hereby waives all rights and liens which the undersigned may now or hereafter claim or assert for all or any work, labor, skill or materials furnished, delivered or performed in connection with the contract referenced above, against said contractor, the city, or any natural person or against said improvement, land or buildings thereof and appurtenances thereof.

The undersigned, in consideration of the payment acknowledged herein, affirms that all work, labor and material, furnished, delivered or performed to or for said contract referenced above was furnished, or performed to or for said contract referenced above was furnished, delivered or performed by the undersigned, or his agent, employees and servants or by and through the undersigned by the following subcontractor(s) or material men or their agent(s), employee(s) and servants(s), to wit: \_\_\_\_\_; and further affirms that the attached receipts and releases represent payment in full, and release in full of all and any hitherto existing or possible future mechanics liens or rights in connection with the above referenced contract.



IN WITNESS WHEREOF, the undersigned has hereto set his hand and seal this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SUBCONTRACTOR

Address:

By:

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
Title

(SEAL)

Subscribe and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:\_\_\_\_\_

CONTRACTOR'S ASSIGNMENT OF  
ALL WARRANTIES AND GURANTEES

-F-

To: City of Wilmington  
P. O. Box 1810  
Wilmington, N. C. 28402

PROJECT OR CONTRACT NO:

Attn:

Project (Name, Address)

CONTRACT DATE:

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STATE OF:

COUNTY OF:

The undersigned, pursuant to paragraph \_\_\_\_\_ of our contract for the construction of \_\_\_\_\_ and in consideration for the sums stated therein, the receipt of which is hereby acknowledged, do hereby assign, transfer, bargain and convey unto the City of Wilmington all its rights, title and interest in and to all warranties, express or implied, covering warranting, applying or pertaining to all goods, equipment, and materials of whatsoever kind, furnished, delivered or used for or in said contract referenced above.

Also, the undersigned does hereby certify that to the best of his knowledge, information and belief that the warranties attached hereto include all warranties of the contractors, and all subcontractors. And all suppliers of materials and equipment furnished, delivered or used for or in said contract referenced above.

IN TESTIMONY WHEREOF, said contractor or subcontractor has hereunto set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR:

Address:

By: \_\_\_\_\_  
Title

ATTEST:

Sworn and subscribed to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

(SEAL)

My commission expires: \_\_\_\_\_

CONSENT OF SURETY COMPANY  
TO FINAL PAYMENT

-G-

Project:  
(Name, Address)

To: City of Wilmington  
P. O. Box 1810  
Wilmington, N. C. 28402

PROJECT OR CONTRACT NO:

Attn:

Project (Name, Address)

CONTRACT DATE:

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In accordance with the provisions of the contract between the owner and the contractor as indicated above, the \_\_\_\_\_  
(here insert name and address of Surety Company)

Surety Company

On bond of (here insert name and address of contractor)

Contractor

Hereby approves of the final payment to the contractor, and agrees that final payment to the contractor shall not relieve the surety company of any of its obligations to (here insert name and address of owner)

Owner

as set forth in said Surety Company's Bond.

IN WITNESS WHEREOF,

The Surety Company has hereunto set its hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Title

(SEAL)

Sworn and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_